



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

JOAN ROSEMARIE A. BANZON

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.304
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.449
TOTAL NUMERICAL RATING			4.753

TOTAL NUMERICAL RATING: **4.753**

Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.753**

FINAL NUMERICAL RATING **4.753**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JOAN ROSEMARIE A. BANZON
Name of Staff

Reviewed by:

MARWEN A. CASTANEDA
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Joan Rosemarie A. Banzon, of the Office of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in indicated measures for the period January to June 2022.

JOAN ROSEMARIE A. BANZON

Ratee

Approved:


MARWEN A. CASTAÑEDA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Receiving and recording of class rosters	90%	95% (463)	5	4	4	4.333	
		Receiving and recording of gradesheets	90%	95% (3,433)	5	4	4	4.333	
		Receives approved LOA, readmission, shifting, and request for overload	90%	95% (407)	5	4	4	4.333	
		Received completion forms to student with INC grades	90%	95% (914)	5	5	4	4.667	
		Received application for graduation to students	90%	95% (1431)	5	5	4	4.667	
		Update of class rosters							
		Print CORs of students							
		Validate student certificate of registration (COR)							
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Authenticate TOR, diploma and certificate of students	90%	90% (90)	5	5	4	4.667	
OUR MFO 3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Encodes continuing students shifted to another curriculum							
	information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retrieving and controlling controlled documents	90%	95%	5	5	5	5	
		Assigning of document numbers and other coding controls for document coordination with the DRC	90%	90%	5	5	4	4.667	

OUR MFO 4: Administrative and Facilitative Services		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	100%	5	5	4	4.667
		Internal documents in the office are reviewed according to the quality procedure	90%	90%	5	5	4	4.667
		Keeps and files controlled copy of internal documents.	90%	90%	5	5	5	5
		Take down notes and prepare minutes of the Registrar's staff meeting	90%	90%	5	5	4	4.667
	PI 3: Number of documents acted upon	Facilitate submission of documents to QAC through regular audits	90%	90%	5	5	4	4.667
		Receives registration forms of students						
		Types communications/correspondence	90%	90%	5	5	4	4.667
		Receives and facilitates the signing and approval of documents	90%	90%	5	5	5	5
		Approve grade sheets submitted by faculty						
		PI 5: Percentage of queries served on time	Attending to various inquiries/requests from parents, students and other clients	90%	90%	5	5	5
		Attends to clients transacting business	90%	90% (1,979)	5	5	5	5
OUR MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Clients served within the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint	5	5	5	5
Total Over-all Rating					5	4.83	4.33	4.72
	Average Rating (Total Over-all rating divided by 4)		4.72	Comments & Recommendations for Development Purpose: The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities.				
Additional Points:								
	Punctuality							
	Approved Additional points (with copy of approval)							
FINAL RATING			4.72					
ADJECTIVAL RATING			Outstanding					

Evaluated & Rated by:


MARWEN A. CASTANEDA
University Registrar


Date: 7/14/2022

Recommending Approval:

NA
Dean / Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 7/18/2022

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Office of the University Registrar

Head of Office: MARWEN A. CASTAÑEDA


Name of Personnel: BANZON, JOAN ROSEMARIE A.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re:ISO matters and document ation	February 14, 2022 April 27, 2022 May 31, 2022 June 21, 2022	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output	May 31, 2022	✓	Responsible Team #3	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


MARWEN A. CASTAÑEDA
 Immediate Supervisor


BEATRIZ S. BELONIAS
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2022**

Name of Staff: **JOAN ROSEMARIE A. BANZON**

Position: **ADMINISTRATIVE AIDE VI**

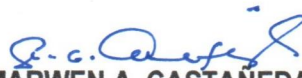
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score										
B. Leadership & Management (For supervisors only to be rated by higher supervisor)						Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1				
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1				
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1				
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1				
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1				
Total Score						58				
Average Score						4.833				

Overall recommendation : _____


MARWEN A. CASTANEDA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BANZON, Joan Rosemarie A.
Performance Rating: January to June 2022

Aim: Ms. Banzon will have to be re-oriented on Registrar related information and management as well as on relevant laws relative to the delivery of services in the office.

Proposed Interventions to Improve Performance:

Date: February 2022 Target Date: June 2022

First Step: Ms. Banzon to attend Registrar related management trainings/seminars and mandated laws to better serve our clients.

Result: Ms. Banzon was able to attend the suggested orientation/re-orientation on the above related topics and she is able to apply her learning in her specific work responsibilities.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

Ms. Banzon to still be allowed to continue attending further webinars as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


JOAN ROSEMARIE A. BANZON
Name of Staff